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## **GENERAL DATA PROTECTION REGULATIONS (GDPR) STATEMENT**

### **Overview**

Envirowaste Solutions (UK) Limited, trading as **EWS Training** (“we” “us” or “our”) is committed to data protection and data privacy.

With the General Data Protection Regulations (**GDPR**) becoming enforceable from 25<sup>th</sup> May 2018, we have undertaken a review of our business, the way we handle data and the way in which we use it to provide our services and manage business operations.

We hold data on all our Learners and Suppliers to meet legal obligations and to perform vital internal functions. This notice details the data we may retain, process and share with third parties relating to our trading relationship and business operations. We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic and managerial procedures to safeguard and secure the data we hold.

### **When do we collect your Data:**

We collect the data when you provide it to us in your capacity , in order for us to facilitate our relationship with you.

### **Types of Data:**

Full Name  
Date of Birth  
Company Name  
Employers Name  
Address  
Contact Number  
Email Address  
Invoice Activity  
Bank Details  
Company Registration Number (where applicable)  
Company Tax Number (where applicable)

### **Purpose for processing Data:**

We use the above information to solely maintain our service/trading relationship and for general communication purposes regarding accounting processes and other requirements

**Who we share your data with:**

We will never pass on or sell your data. All data is processed at our head office and will not be transferred or processed outside of the UK.

In order for us to facilitate our relationship with Learners, we share certain data with WAMITAB in order to register and manage your qualification registration/award. We may also need to share certain information with your allocated Assessor or IQA to complete your award.

**Data Retention:**

We will keep your data for as long as it is necessary for the purpose for which it was collected and only for as long as we have a relationship with you, it will be deleted thereafter.

**Your Rights:**

You have rights regarding your data, including the right to access, correct, delete, restrict or object to our use of it. If you would like to exercise these rights, please contact us at [info@ews-training.co.uk](mailto:info@ews-training.co.uk) If you do not wish for us to process your data, then we may not be able to facilitate our service/trading relationship with you.

**Issues and Complaints:**

If you have cause for complaint, please contact us and we will endeavour to resolve this immediately. However, if you have a data privacy complaint, you also have the option to direct your complaint to the Information Commissioner's Office (ICO) – [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

**How to contact us:**

Please address any questions or requests to: Paul Robson, Managing Director [paulrobson@ewsolutions.co.uk](mailto:paulrobson@ewsolutions.co.uk)